



CIVILIAN HUMAN RESOURCES AGENCY SOUTH CENTRAL REGION CIVILIAN PERSONNEL EMPLOYEE BULLETIN JANUARY 2011

NAF LINK:

www.bragg.army.mil/nafhrc

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**Civilian Human Resources
Agency South Central
Region Civilian Personnel
Advisory Center
Fort Bragg, NC 28310
Director, Jeanne T. Scharch**



21st Annual Installation Awards Competition



The 21st Annual Awards Ceremony
will be held 4 May 2010 at 11:30
in the Bragg Club Lafayette Room.

The Awards Ceremony is designed to recog-
nize civilian and military employees for their
contributions to the installation.

See page 7 for more initial information.
Further details will follow in the February
Civilian Personnel Employee Bulletin.

January Holiday

Dr. Martin Luther King Jr.
Holiday Day will be Celebrated
Monday, 17 January 2011

The CPAC office
will be closed in observance



Fort Bragg Employee Assistance Program (EAP)

UPCOMING SEMINARS:

EAP is offering the following work/life health seminars:

- **Workplace Violence Prevention – 1/18/2011 from 9-11 AM**
- **Conflict Management – 2/15/2011 from 9-11 AM**
- **Managing Your Emotions at Work – 3/15/2011 from 9-11 AM**
- **Getting Your Point across Assertively – 4/19/2011 from 9-11 AM**



All seminars are free and open to all members of the Fort Bragg community.

For more details and registration information, please contact the EAP office at (910) 396-5784 or contact Lisa Lofton-Berry at (910) 396-6067

<https://dragonnet2.nase.ds.army.mil/DHR/eap/default.aspx>.

2010 Tax Statement Availability in myPay

Federal civilian employees paid by Defense Finance and Accounting Service (DFAS) can get 2010 tax statements up to two weeks early using **myPay**. DFAS recently released the schedule for posting and mailing 2010 tax statements such as W-2s, 1099Rs and 1099INTs.

DFAS customers with **myPay** access (<https://mypay.dfas.mil/mypay.aspx>) will be able to obtain their tax statements online on the day they are posted using the secure and convenient pay management system. Additionally, military retirees and annuitants can download their 2010 account statements with information on wages, tax withholdings and allotment information.

2010 tax statement in myPay	
Retiree 1099R	December 14, 2010
Annuitant 1099R	December 15, 2010
Reserve Air Force, Army, Navy W-2	January 4, 2011
Civilian employee W-2	January 6, 2011
Army Non-Appropriated Fund W-2	January 11, 2011
Army Student Loan Repayment Program	January 11, 2011
Marine Corps Active & Reserve W-2	January 18, 2011
Savings Deposit Program 1099INT	January 21, 2011
Active Duty Air Force, Army, Navy W-2	January 24, 2011
Travel/Miscellaneous W-2	January 31, 2011

Tax statements available through **myPay** are approved for use by the Internal Revenue Service. Tax statements posted to accounts in **myPay** remain available throughout the year.

DFAS customers who have forgotten user name or password or wish to open a **myPay** account can obtain assistance on the **myPay** Web site at <https://mypay.dfas.mil/mypay.aspx>

How Does the Fair Labor Standards Act (FLSA) Affect You as an Employee?

As defined in the Code of Federal Regulations, the Fair Labor Standards Act of 1938, (referred to as “the Act” or “FLSA”), provides minimum standards for wages, overtime entitlements, and administrative procedures for work time which must be compensated.

Federal employees should be aware of the overtime and compensation provisions covered under the FLSA that directly affect pay and entitlements. An employee that is not covered by the FLSA overtime provisions is considered exempt. An employee covered by the act is considered nonexempt. How does this affect you as an employee?

Under the rules established by the Office of Personnel Management, a supervisor may direct an exempt employee earning rates of basic pay greater than GS-10/10 to work compensatory time; however, a nonexempt employee must be given the choice of compensation – either overtime or compensatory time off.

Federal employees who are unaware of FLSA determination, should seek assistance to understand the applicable provisions. FLSA status can be viewed on Leave and Earning Statement (LES) or in personnel information on www.cpol.army.mil. For further assistance or questions pertaining to your FLSA status, contact the Civilian Personnel Advisory Center.

Federal Benefits: Dependent Children Eligibility Due to Health Care Reform



On 23 March 2010, President Obama signed into law the **Patient Protection and Affordable Care Act**, also known as health care reform. One of the provisions of health care reform extends family health insurance coverage to children until age 26.

Previously, children of Federal enrollees lost health coverage at age 22. Beginning 1 January 2011, children of federal enrollees will be covered by their parent's Federal Employee Health Benefits (FEHB) Self and Family enrollment until their 26th birthday (plus a 31-day temporary extension of coverage), even if the child previously lost coverage because he or she turned 22.

Beginning 1 January 2011, children under the age of 26, whether married or unmarried, are covered under FEHB enrollment. However, children's' spouse/children are not covered.

For more information please visit:

www.opm.gov/insure/health/reform or www.opm.gov/insure/fastfacts .

THE PRESIDENT'S CHALLENGE

Everyone has a part to play in improving nutrition, physical activity, and the overall health of our families and communities. Kids and families across the country are invited to join First Lady Michelle Obama in participating in the President's Challenge. **The President's Challenge** not only helps you stay active, it also gives you a little extra motivation while you are at it. That is because you can earn special Presidential awards recognizing your accomplishments.

The President's Council on Fitness, Sports, and Nutrition (PCFSN) and the National Recreation and Park Association (NRPA) encourage all Americans to get healthy by being active outside and signing up to earn a Presidential Active Lifestyle Award (PALA) this fall. To earn your Presidential Active Lifestyle Award (PALA), all you need to do is document your active exercise each day (60 minutes/day for children and 30 minutes/day for adults), 5 days a week, for six weeks.

Join the President's Active Lifestyle Program, here's how:

1. Make the commitment (this can be a family or team effort)
2. **Sign up online**, print the **activity log PDF** or **start a group**
3. Log your activity
4. Earn your award

With over 100 activities to choose from, there is something for everyone! Record your activities and track your progress for 60 minutes a day/ 5 days a week for youths under the age of 18, or 30 minutes a day for adults. You can even compare your progress with others who are taking the President's Challenge.



Thrift Savings Plan (TSP) Automatic Enrollment Increases



The Thrift Savings Plan's new automatic enrollment program has succeeded in encouraging federal employees to save for retirement, officials said Monday during a monthly Federal Retirement Thrift Investment Board meeting.

On 1 August 2010, TSP launched a program to automatically sign up all new civilian hires to contribute three percent of their basic pay to the government securities (G) fund, unless they choose to terminate their contributions or change the amount. Participants also will receive a three percent match and a one percent contribution from their agencies. If employees leave the enrollment program, they no longer will be eligible for the three percent match. The G Fund is the most stable investment of the TSP options.

Also, 33,663 newly hired federal employees who did not initially elect to participate have been auto-enrolled in the TSP since 1 August and have continued their investments. "These are people who likely would not be participating [otherwise]," said TSP Director Greg Long. "We're making progress. This is a success. The number of people actually choosing to opt out is small." Only 1,641 eligible employees chose not to participate during that same time period.

The board in January 2011 plans to review an interactive DVD that will provide a thorough introduction to TSP for recently enrolled participants. The board also plans to launch its Roth option, which will allow employees to invest income that already has been taxed and therefore would not be taxed upon withdrawal in early 2012.



Ten Tips for Letting Federal Employers Know Your Worth (PART III)

We have come to PART III, the final four tips of the series. Is your confidence building? You are almost equipped with the knowledge to show your worth. To recap, first, read the job announcement carefully and acquaint yourself with the requirements. Then, check your resume to ensure it is complete and includes all the applicable information for the job you want. Next, capture how your experience matches the competencies and abilities required for that job.

Remember, Federal agencies base their decisions on merit, so follow these 10 tips carefully when describing your experience and skills.

Keep in mind the tips that have been covered:

1. Use words wisely.
2. Keep sentences short and clear.
3. Make your message stand out.
4. Focus on outcome.
5. Showcase your role.
6. Remember - timeframes count.

Our final four tips:

7. Value your experience. Many experiences illuminate your significance as a candidate. For example, you may have published relevant articles in your college newspaper or a local publication. Or you may have gained valuable experience through:

- *Leadership positions.* Were you president of your sorority or fraternity? Did you lead a team either as part of your classroom experience or a volunteer group? Mention these positions and the outcome of your efforts.
- *Extracurricular activities.* Perhaps you volunteered or belonged to a club that gave you valuable experience.
- Let the agency know specifics including projects, dates, and how your experience applies to the field.
- *Internships.* Never underestimate the importance of hands-on education, especially internships, whether during the summer or over an entire semester.

8. Show and tell. Telling about your experience is great but be sure to use examples, too. See how this candidate's job sounds pretty blasé: *As a maintenance mechanic, I often worked in settings that required I maintain control of every move in the operation.*

Look at the difference a few specifics can make: *As a maintenance mechanic, I often worked in settings that required I maintain control of every move in the operation. For example, for 16 months I worked on renovation projects in the Smithsonian Institutions where I had to move priceless museum exhibits using forklifts, cranes, skids, and rollers.*

9. Resist additions. You may be tempted, but *please* resist sending an additional package with copies of awards, publications, training certificates, letters of recommendation, lengthy job descriptions, writing samples, or a photo unless the agency *specifically requests* it. Instead, keep important information where it belongs - in your application or resume.

Ten Tips for Letting Federal Employers Know Your Worth (PART II)

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10. Illuminate your resume - don't repeat it. When writing about your experience to describe how it matches the competencies required by a job, do not simply repeat your resume but illuminate important facts or give examples to shed new light on the breadth and scope of your experience. Notice how this resume sample provides an overview of the candidate's experience – in this case as a trainer for law enforcement officers: *Scheduled and conducted training and maintained training records of all law enforcement personnel.*

When writing about her experience, however, the candidate added these details: While a supervisor in the training department I conducted sessions in anti-terrorism techniques, security and protection procedures, and suspect interviewing strategies. I also trained react teams and counter-terrorism units, operated weapons ranges, and conducted fitness tests. This gave the agency fresh information about the experience she could bring to the job. Whatever your education and experience, it deserves to be highlighted in your resume.

Now you have the tips to help you as you embark on an exciting journey with the dynamic opportunities that Federal jobs provide. You can show your future employers your worth!

Happy Job Hunting!

<http://www.usajobs.gov/EI/tentips.asp>



Telework Enhancement Act of 2010

The U.S. House of Representatives passed a landmark Telework Enhancement Act of 2010 by a vote of 254-152 on Thursday, November 18.

The legislation, which President Obama signed into law, makes nearly all federal employees conditionally eligible to telework.

Agencies will have the discretion to make mission-specific exceptions, including for security and performance-based conditions.

The act also requires agencies to:

- * Establish telework policies in consultation with the Office of Personnel Management;
- * Designate a Telework Managing Officer;
- * Ensure that telework is part of the agency's continuity of operations planning;
- * Establish policies to preserve certain records created while teleworking; and
- * Work with the Office of Management and Budget, Department of Homeland Security, and the National Institute of Standards and Technology to establish security guidelines.

The Computer/Electronic Accommodations Program (CAP) would like to remind our customers and partners that telework is not just a great way to reduce energy consumption, increase productivity, and ensure continuity of operations; it is also a model accommodation for employees with disabilities who are teleworking as a form of reasonable accommodation.

For more information on how CAP can assist your employee with telework, please visit

<http://cap.tricare.mil/Programs/Employment/Telework.aspx>

2011 Federal Holidays

Federal law (5 U.S.C. 6103) establishes the following public holidays for Federal employees. Please note that most Federal employees work on a Monday through Friday schedule. For these employees, when a holiday falls on a non workday - Saturday or Sunday - the holiday usually is observed on Monday (if the holiday falls on Sunday) or Friday (if the holiday falls on Saturday).



Friday, December 31, 2010*	New Year's Day
Monday, January 17	Martin Luther King's Birthday
Monday, February 21**	Washington's Birthday
Monday, May 30	Memorial Day
Monday, July 4	Independence Day
Monday, September 5	Labor Day
Monday, October 10	Columbus' Day
Friday, November 11	Veterans Day
Thursday, November 24	Thanksgiving Day
Monday, December 26***	Christmas Day

21st Annual Installation Awards Competition and Ceremony

The Civilian Personnel Advisory Center and the Installation Incentive Awards Committee are planning the 21st Annual Installation Awards Competition and Ceremony. Coordinators are asked to establish a central point of contact for your activity.

Last year, the 20th Annual Installation Awards Ceremony was hosted by LTG Frank G. Helmick, Commanding General, XVIII Airborne Corps and Fort Bragg. What once began as strictly a civilian awards ceremony has now evolved into a "Total Team" awards ceremony for the entire Fort Bragg workforce as over 65,000 soldiers, Army civilians (AF and NAF), and other DOD civilians are eligible to be nominated.

It is a great honor to be among those nominated for the Fort Bragg version of the OSCARS! Last year's competition included 13 categories and 129 nominations. Categories included: Drive for Diversity (Individual and Team); Office Administrator of the Year; Efficiency (Individual and Team); Employee of the Year GS-1 through GS-6 and equivalent; Employee of the Year GS-7 through GS-10 and equivalent; Employee of the Year GS-11 equivalent and up; Customer Service (Individual and Team); Supervisor of the Year; Executive of the Year, and the Fort Bragg Lifetime Achievement Award.

The 14th award to be presented was the "Above and Beyond" award which recognizes an activity or organization that has improved in several key areas. Womack Army Medical Center was a repeat winner in this category. The competition was held in April but the results, just like the OSCARS, were not announced until the luncheon honoring the nominees and presenting the awards to the winners. We would like to congratulate all those that were nominated and applaud the winners, as LTC Helmick said in his closing remarks "These are the Fort Bragg all-stars!"



ARMY CIVILIAN CORPS CREED

I am an Army Civilian – a member of the Army Team.
I am dedicated to our Army, our Soldiers and
Civilians. I will always support the mission.
I provide stability and continuity during war and
peace. I support and defend the Constitution of
the United States and consider it an honor
to serve our Nation and our Army.
I live the Army values of Loyalty, Duty, Respect,
Selfless Service, Honor, Integrity, and
Personal Courage.
I am an Army Civilian.

Army Civilian Corps Creed

What is it?

Army Civilians have a record of more than 230 years of service and are a critical component of the Total Army. The Army Civilian Corps Creed embodies the commitment of these dedicated individuals who serve as an integral part of the Army team.

What has the Army Done?

The Army has combined the Civilian Corps Creed with the Warrior Ethos and established a set of principles by which every Department of the Army Civilian works to support our Soldiers in the field.

What continued efforts does the Army have planned?

The Army established the U.S. Army Civilian Corps to recognize the people who play such a critical role in keeping the U.S. Army ready to execute its mission.

Why is this important to the Army?

The role of our U.S. Army Civilian Corps, and the Army's recognition that they are part of the team, is clearly outlined in the Army Civilian Corps Creed.

Army Civilian Corps Creed can be found at:

<http://cpol.army.mil/library/general/acccreed.html>

**Civilian Human Resources Agency (CHRA)
Ft Bragg CPAC
Training Schedule**

Date	Course	Target	Time and Location	Enrollment Info
6 Jan 11	Interviewing Techniques	Supervisors / Managers	1300 - 1500 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact the Bragg CPAC Training Office at 910-396-6815/8621
12 Jan 11	RESUMIX	Prospective / current Federal employees	0930 - 1130 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact the Bragg CPAC Training Office at 910-396-6815/8621
12 Jan 11	Leave Administration	Supervisors / Managers	1300 - 1500 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact the Bragg CPAC Training Office at 910-396-6815/8621
19 Jan 11	MER Dos and Don'ts	Supervisors / Managers	1300 - 1500 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact the Bragg CPAC Training Office at 910-396-6815/8621
25 Jan 11	Nuts and Bolts of Disciplinary Actions	Supervisors / Managers	1300 - 1500 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact the Bragg CPAC Training Office at 910-396-6815/8621
27 Jan 11	TAPES	Supervisors / Managers	1300 - 1500 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact the Bragg CPAC Training Office at 910-396-6815/8621
27 Jan 11	Labor Relations, Down and Dirty	Supervisors / Managers	1500 - 1700 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact the Bragg CPAC Training Office at 910-396-6815/8621

For local registration and more information, please contact the Bragg CPAC Training Office at 910-396-6815/8621. For Civilian Personnel courses, please register through the Civilian Human Resources Training Application System (CHRTAS) at www.atrrs.army.mil/channels/chrtas/default.asp

Register in CHRTAS

In the center of the page, under the logo, see PLEASE SIGN IN BELOW. Click on the arrow to select your category: Category to select is ARMY. See SIGN IN OPTIONS: Sign in using one of the three options (CAC, AKO, DOB, and SSN). Create a Student Profile, or update: CREATE/UPDATE STUDENT PROFILE Click CREATE/UPDATE CHRTAS RECORD.

Apply for Courses

Select FY 2010 or FY 2011 and Select region (0106 - CHRA - South Central). Use the Drop Down to find course and Select course (like HR for Supervisors) Select Location, desired date, and course. Submit the Application Your supervisor will receive an email to approve/disapprove course enrollment.